

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: (2) Sr. Legal Counsel		CLASSIFICATION CODE: 02992100	
	SALARY RANGE: (134 A) \$65092-\$73789		REFERENCE POSITION NO.: 131010100-1 & 8	
	Department or Agency Name: Corrections		APPLICATION PERIOD: 8-31-12 to 9-7-12	
	Division/Section/Unit: Office of the Director's Office		3 day grace 9-10-12	
	Assignment(s) / Comments: _____			
	Shift and Days: Non-Standard Work Hours		Job Location: 40 Howard Avenue, Cranston, RI	
	Restrictions/Limitations: LTPS until 2-9-13 on position # 131010100-8			
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No X _____	
	Name of Bargaining Unit Union: None			
	There is* _____ is not X a Civil Service List for this position		See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	The Office of Legal Counsel investigates, prosecutes and defends claims for and against the agency, its administrative officials and employees in all federal and state courts, trial and appellate, and before administrative tribunals in cases involving labor and employment issues; and to do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from an accredited law school; and Experience: Such as may have been gained through: considerable employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies and decisions. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Applicant must be a member of the Rhode Island Bar and admitted to practice before the United States District Court for the District of Rhode Island and must maintain such membership as a condition of employment.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Jane M. Ryan Office of Human Resources 39 Howard Avenue Cranston, RI 02920		Phone (401) 462-5119 Fax (401) 462-2685 TTY/TDD (401) 462-5180 E-Mail jane.ryan@doc.ri.gov	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER